

OFFICE ASSISTANT I

THE DUTIES: The City of Milwaukee employs Office Assistant Is in all operating departments. Under supervision, Office Assistants type letters, reports, records and other documents and perform a variety of clerical duties.

Employees are eligible for promotion to Office Assistant II upon completion of two years of office experience that included a substantial amount of typing. Six months of this experience must immediately precede the date of the examination as a regularly appointed Office Assistant I with the City of Milwaukee.

ESSENTIAL FUNCTIONS: Under direct supervision, the Office Assistant I may perform the following:

- ◆ Typing reports, letters and other documents.
- ◆ Filing documents.
- ◆ Data entry.
- ◆ Copying documents.
- ◆ Answering and receiving phone calls.
- ◆ Maintaining and organizing paper and electronic documents.
- ◆ Assisting in and/or processing incoming and outgoing U.S. Mail.
- ◆ Performing other duties and completing special projects as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Ability to type at a minimum of 45 net words per minute.
2. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- ◆ High School Diploma or GED
- ◆ Basic proficiency with word processing software

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- ◆ Knowledge of general office practices.
- ◆ Ability to accurately maintain numerical and alphabetical filing systems.
- ◆ Ability to plan, organize, and complete work assignments in a timely manner.
- ◆ Ability to perform basic mathematical calculations.
- ◆ Ability to proofread documents and reports.
- ◆ Ability to maintain confidentiality.
- ◆ Interpersonal skills and the ability to work well with people in a team environment.
- ◆ Ability to take direction, both orally and in writing.
- ◆ Ability to learn and use various computer programs.
- ◆ Customer service skills, both in person and via phone.
- ◆ Ability to learn and use various types of office equipment, such as fax machines and copiers.

THE CURRENT SALARY RANGE IS: City (6CN): \$25,652 annually with further raises to \$32,103 annually.

THE SELECTION PROCESS will be job related and will consist of one or more of the following: training and experience evaluation; written, oral, or performance examinations; or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

This is a continuous examination. Examinations will be given as often as necessary to meet the needs of the City. All qualified candidates will be notified of the date, time and place of the examination. Persons placed on an eligible list will remain on the list for one year ONLY.

APPLICATIONS and further information may be obtained on our website: www.milwaukee.gov/jobs, in person or via mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, or by calling (414) 286-3751.